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## JOINT OSO/OPC TRAINING COMMITTEE

## MINUTES

2 March 1949

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Present:

cording Secretary

1. Minutes

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The minutes of the meeting of 24 February were amended by Mr. [REDACTED] in that the personnel suggested for a services unit under OPC Table of Organization should read "two research assistants (CAF-12) and (CAF-11)" instead of "two research assistants (CAF-11)."

2. Training Evaluations

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On the request of Mr. [REDACTED] OPC/EXAT, the question of the availability to interested officers of the assessment and evaluation records of students in training was considered by the Committee. The OSO practise is to make the training evaluations available to the Branch Chief (who may or may not return them to TRS after reading and signing), to the Chief Personnel Officer (where it is made a part of the employee's covert personnel file), to the Chief of Operations (who returns his copy to TRS, and to the Training Section Staff files, which also retains the mass of evidence upon which the evaluation is based (this never leaves the Training Office.)

The Committee recommends that evaluations on OPC students in OSO training courses will be handled by OSO, and vice versa, and that in the case of OPC students one copy of the training evaluation should be retained in the OPC Training Branch, one copy for Personnel, one for the unit to which the individual is assigned, and one copy to the OPC operations officer.

3. Language Training

After further discussion of the question of OPC allotting funds to the

25X1A12a [REDACTED] it was recommended that if OPC considers the figure of \$26,000 too high and wishes to allocate only \$13,000 to the [REDACTED], that the contract should be drawn with a proviso that at any time during the term of the agreement the amount can be increased by mutual agreement.

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OSO will soon be renewing its contract with the [REDACTED] and it was urged that the matter be handled jointly rather than on a separate contract basis for the purposes of security, full use of the services purchased, and to prevent OSO-OPC competition for services.

4. Administrative Training

25X1A9a [REDACTED] requested schedules of the Field Administration Course, the Headquarters Administration Course, and the Basic Orientation Course

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presented or drafted for presentation in OSO. The last named course is for non-security-cleared people and consists of 60% security material and 40% general material on CIA and its functions for clerk-stenographers, etc.

5. Army Publications

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Division of the Army [redacted] presented a list of publications of the Historical purposes. [redacted] will make selections from the list and return it to [redacted]

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6. Outline of Duties and Responsibilities

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Mr. [redacted] suggested that if the Outline has not yet been acted upon by the next meeting, the Committee might consider some of the important matters of mutual interest and submit its recommendations on these matters along with the Outline, as examples of the way in which the Committee proposes to proceed.

It was agreed, therefore, that recommendations concerning the following high priority items from the Outline would be prepared by the Committee members indicated before the next meeting:

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(Duty a.) "To determine systematic procedures by which OPC personnel enter OSO training courses, and vice versa."

(Duty b.) "To establish rules concerning security of training courses and determine admission requirements to the various courses."

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(Resp.c.) "Interim procedures for developing OPC training staff and training courses."

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(It was suggested that [redacted] consider and revise Draft Memo 30 Dec 48 OPC to COPS, "A Program for the Training of OPC Instructors by OSO/TRS.")

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(Resp.d.) "Relationship of OPC training with Commo, C&D, and other training facilities of OSO."

(Resp.e.) "Methods of handling liaison with training facilities outside CIA."

(It was suggested that OSO maintain its existing liaison channels, and that OPC develop liaison in new fields, particularly with the armed services.)

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7. Future Agenda

It was suggested that at a later meeting the question of cooperation between OSO and OPC in the use of library facilities and self-teaching language records and phonographs should be considered.

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